
CITY OF BRANSON **ADMINISTRATIVE REVIEW TEAM (ART)**

The Administrative Review Team (ART) is made up of representatives from various City Departments involved with the development and land use activities within the City and the long range planning areas. The ART is a free service offered by The City of Branson. It is an informal way to discuss and resolve technical issues affecting your proposal for development. The Planning and Development Department coordinates the meetings held. If you are interested in taking advantage of this service, you may contact Summer Peterson, Permit Technician, at (417) 337-8547 to set up your meeting.

The ART meets every Tuesday morning at 9:00 a.m. All information submitted needs to be provided to the Planning and Development Department **no later than Friday at 12:00 noon** for a subsequent ART meeting. This gives the staff ample time to evaluate the paperwork and prepare a report for the ART agenda. The first Tuesday meeting allows the team to review your submitted material and the agenda. The team then continues to gather any information needed to meet with you on the following Tuesday. At this time, you are given the opportunity to discuss your request and receive technical assistance from the City Staff present. On occasion, other referral agencies may be invited to attend. Your attendance at this meeting is important.

Please note: 1 copy of your submittal is required.

The following is a time line of the actual process:

TYPICAL TWO-WEEK PROCESS

Friday	Monday	Tuesday	Wednesday	Thursday
*ART deadline for submission,	Packets prepared for departmental reviews.	ART meeting 9:00 - 11:00 a.m.	Departmental reviews.	Departmental comments to planning staff for consolidation.

Friday	Monday	Tuesday	Wednesday	Thursday
Comment letter prepared for applicant.		ART meeting 9:00 - 11:00 a.m.	Planning staff prepare summary of ART meeting.	

* Staff will review submitted documents with applicant(s) to determine whether or not the request is complete and ready to be scheduled for the next available ART meeting. If deficient, staff will advise applicant what is needed to complete it.

We encourage you to meet with ART before proceeding to preliminary site design and engineering studies. On informal inquiries, we need some basic items to review so ART meetings can be productive for everyone:

1. A cover letter fully explaining the request or proposal;
2. An accurate location map for the subject property and a complete legal description;
3. One (1) copy of a conceptual or draft site plan proposal (8 1/2 x 11 or 8 1/2 x 14 or 11 x 17);
4. Site information you feel is important, such as identification of adjacent zoning, topography, utility easements, land uses, proposed parking etc.

PLEASE NOTE: ART IS AN ADVISORY GROUP ONLY. IT DOES NOT HAVE THE AUTHORITY TO APPROVE OR DENY ANY PROPOSALS, NOR DOES IT SET ANY POLICY BEYOND ITS OWN OPERATING PROCEDURES. COMMENTS RECEIVED AT AN ART MEETING ARE ALSO PROVIDED IN A WRITTEN REPORT GENERATED FOR THE MEETING BY THE PLANNING AND DEVELOPMENT DEPARTMENT.

Please feel free to contact the following ART participants in order to clarify information or to help you solve technical problems:

DEPARTMENT	NAME	TITLE	PHONE
Planning	Joel Hornickel	Senior Planner	417-337-8568
Landscaping	Tara Norback	Forester/Planning Asst	417-337-8544
Building	Tim Bonner	Bldg. Division Supervisor	417-337-8541
Signs	Don Boyer	Inspector/Sign Reviewer	417-337-8539
Fire	Ted Martin	Division Chief	417-243-2782
Utilities	Randy Fogle	Fire Prevention Officer	
	Kendall Powell	Utilities Plans Reviewer	417-243-2733
Public Works	Keith Francis	Assistant PW Director	417-243-2727
Engineering	Matt Filice	Assistant City Engineer	417-243-2734
Health	Linda Randolph, RN	Sanitarian	417-334-4544

You may also wish to contact other individuals from other agencies or utilities who are invited to contribute to the ART sessions. They include:

COMPANY	NAME	TITLE	PHONE
Empire District Electric	Chuck Creger		417-337-0154
	Junior Shook		417-334-7133
GTE	Dave Knolls		417-334-9212
MoDOT	Terry Dry		417-766-2749
White River Electric	Ron Wills		417-335-9219

We, at the City of Branson Planning & Development Department, are available to answer questions you may have concerning the ART process. Our goal is to assist you to reach your goal...a successful project!